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MEMORANDUM FOR: Deputy Director for Support

Attached for your information is a copy of the Style Manual prepared by the CIA Historical Staff for the guidance of personnel contributing to the Agency Historical Program.

  
Howard M. Ehrmann  
Chief, CIA Historical Staff

26 February 1970  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

**Secret**

*CIA Internal Use Only*

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# CIA Historical Staff

## *Style Manual*

**Secret**

February 1970

Copy No. 5

## W A R N I N G

This document contains information affecting the national defense of the United States, within the meaning of Title 18, sections 793 and 794, of the US Code, as amended. Its transmission or revelation of its contents to or receipt by an unauthorized person is prohibited by law.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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# Foreword

Writers of history in the Central Intelligence Agency, many of whom are senior officers with distinguished but widely varying careers, have one task in common: to write clearly and effectively their part of the total history of the Agency. It is the purpose of this manual to provide the minimum essentials of style and a common format for their use. An author or editor may look in vain for the subtleties of style and usage that he had hoped to see defined and reduced to a regulation; on the other hand, a man of action, returning to the scholarly procedures of research and documentation after a career of other activities, may well chafe at the prospect of manipulating *op. cit.*'s and *loc. cit.*'s. This manual is not intended to be his straitjacket but his guide; its rules may be broken for almost any reason except negligence. Once the writer has broken a rule, however, he has in effect written a *new* rule, which he is under obligation to follow consistently.

This manual is not a treatise on how to write history. The neophyte historian who is in need of inspiration and guidance on how to "get started" could do no better than read the stimulating handbook by Sherman Kent on *Writing History* (2nd ed, Appleton Century Crofts, N.Y., 1967). The conscientious writer will want to have at hand H.W. Fowler's delightful and authoritative *A Dictionary of Modern English Usage* (2nd ed, Oxford, 1965). Editors and Historical Officers who wish to pursue the technicalities of style beyond the scope of this manual are directed to the following general reference works: *The MLA Style Sheet* (rev ed, Modern Language Association, N.Y., 1969), *A Manual of Style* (12th ed, The University of Chicago Press, Chicago, 1969), and *United States Government Printing Office Style Manual* (rev ed, Washington, 1967).

SECRET

SECRET

# Contents

	<u>Page</u>
I. Basic Format . . . . .	1
A. Definitions . . . . .	1
B. Title . . . . .	1
C. Cover . . . . .	1
D. Title Page . . . . .	2
E. Foreword . . . . .	2
F. Table of Contents . . . . .	3
G. Text . . . . .	3
1. Typeface . . . . .	3
2. Margins . . . . .	3
3. Spacing . . . . .	6
4. Quotations . . . . .	6
5. Headings . . . . .	6
6. Footnotes . . . . .	7
H. Classification . . . . .	7
I. Pagination . . . . .	9
J. Appendixes . . . . .	9
II. Footnotes and Documentation . . . . .	11
A. Footnotes . . . . .	11
B. Documentation . . . . .	11
C. The Source Reference . . . . .	12
D. The Source Reference Appendix . . . . .	13
E. Form of First Citation in Source Reference Appendix . . . . .	13
1. Books . . . . .	13
2. Periodicals -- Governmental . . . . .	15
3. Periodicals -- Nongovernmental . . . . .	17
4. Intelligence Publications . . . . .	18
5. Unpublished Material . . . . .	19
F. Form of Subsequent Citations in Source Reference Appendix . . . . .	21

SECRET

	<u>Page</u>
III. Style . . . . .	23
A. General Principles . . . . .	23
B. Usage . . . . .	24
1. Level of Language . . . . .	24
2. Idiomatic Expressions . . . . .	24
3. Illiteracies . . . . .	25
4. Technical Language . . . . .	28
5. Foreign Words . . . . .	29
a. Anglicisms . . . . .	29
b. Other Foreign Words . . . . .	30
6. Names of Countries . . . . .	31
7. Names of Ships . . . . .	31
C. Mechanics . . . . .	31
1. Abbreviations . . . . .	31
2. Capitalization and Spelling . . . . .	33
3. Punctuation . . . . .	33
4. Compounding . . . . .	34
5. Dates and Numbers . . . . .	35
a. Dates . . . . .	35
b. Numbers . . . . .	36
6. Indexing . . . . .	36
a. Items To Be Included . . . . .	36
b. Form . . . . .	37
c. Style . . . . .	38
IV. Controls . . . . .	39

Illustrations

Figure 1. Sample Page: Contents . . . . .	4
Figure 2. Sample Page: Text . . . . .	5

SECRET

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## I. Basic Format

### A. Definitions

In the CIA Historical program, the term *history* is applied to substantial, thoroughly documented, comprehensive studies and specialized monographs which trace, analyze, describe, and interpret the development of the Agency and its components as well as its operations and activities.

The term *historical article*, as used by the Historical Staff, refers to a brief historical study written for a periodical such as *Studies in Intelligence*. Historical articles differ from histories in the sense that they are not written specifically for the CIA Historical Program nor are they necessarily exhaustive.

The term *historical document* is applied to any published or unpublished source that provides essential information to the historical writer. A collection of significant historical documents is maintained in the office of the CIA Historical Staff.

Lengthy histories are divided into *volumes*, and volumes into *chapters*, *sections*, and *subsections*. A volume is a self-contained portion of a history printed and bound as a unit. Each volume is paginated and documented independently. Short histories are divided into chapters and sections.

### B. Title

The title of a history is approved by the producing Directorate and the Chief of the CIA Historical Staff. The title -- which is short, factual, and specific -- does not use cryptonyms, codewords, or pseudonyms. The phrase "History of" is not used, but dates indicating the time span discussed are an essential part of the title.

### C. Cover

The cover is prepared by the CIA Historical Staff and attached to the document after the final review and approval of the history.

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D. Title Page

Writers will attach to all drafts a title page which includes the following information:

- (1) the classification plus any special limitation on dissemination (prominently displayed at the top and bottom of the page),
- (2) the "Group 1" stamp,
- (3) the full title,
- (4) the Directorate of origin,
- (5) the Office or component of origin,
- (6) the name of the author,
- (7) the date of the draft,
- (8) the Historical Staff Project Number, and
- (9) further identification if appropriate (for example, "Revised Draft").

A permanent title page is prepared by the CIA Historical Staff and attached to the document after the final review and approval of the history. Space is provided on the title page for the final signature of approval. General histories of the Agency are signed by the Director of Central Intelligence or his designee; histories of the components of the DCI Area are signed by the heads of the components; general histories of the Directorates are signed by the appropriate Deputy Director; and histories of individual components of the Directorates and specialized historical studies are signed by the Chief of the producing component.

E. Foreword

A foreword (or Historian's Note) may be used to outline briefly the purpose and scope of the history, to indicate the relationship of the immediate study to other histories, to provide information concerning the author, or to emphasize necessary security precautions.

F. Table of Contents

The table of contents is a reflection of the working outline of the history, and employs a system of subordination to indicate the logical relationships between the parts of the study. Chapters or major divisions are identified by roman numerals and typed flush to the left-hand margin. Major sections of chapters are identified by capital letters and indented three spaces; subsections are identified by arabic numerals and indented six spaces. Unless the chapters are unusually long, lesser subheadings are not included in the table of contents.\*

Photographs, maps, or charts are numbered consecutively and designated "Figure 1," "Figure 2," and so on. They are listed in the table of contents under the heading "Illustrations."

Appended material is given descriptive titles and identified as "Appendix A," "Appendix B," and so on. Figure numbers and page numbers in the appendices are extensions of the numerical series in the text. Self-contained documents that are submitted with a history but that are independently printed and paginated are listed in the table of contents under "Attachments."

G. Text\*\*

1. Typeface

When possible, the text should be typed on an IBM manual or magnetic-tape Selectric typewriter, using the "Courier 72" typing element. The Selectric "Light Italics" element is used when italics are indicated. If a machine of this kind is unavailable, a standard pica typewriter is used and all words normally italicized are underscored.

2. Margins

Histories are typed on one side of the page on 8 x 10 1/2-inch bond paper, with 1 1/2-inch margins. The first word of a paragraph is indented

---

\* See Figure 1, p. 4.

\*\* See Figure 2, p. 5.



SECRET

FIGURE 1  
Sample Page: Contents

Contents

	<u>Page</u>
Foreword . . . . .	iii
I. First Chapter . . . . .	1
A. First Section Heading . . . . .	2
1. First Subsection Heading . . . . .	3
2. Second Subsection Heading . . . . .	14
B. Second Section Heading . . . . .	20
II. Second Chapter . . . . .	33

Appendixes

A. Chronology: 1947-63 . . . . .	103
B. Glossary of Abbreviations . . . . .	109
C. Source References . . . . .	114

Illustrations

Figure 1. Table of Organization, 1947 . . .	4
Figure 2. Expenditures in 1947, by Branch .	23

Attachments

- A. DCID 3/4
- B. Staff Study on the Reorganization of  
    the Component, 1953

SECRET

SECRET

Classification  
Exemptions

FIGURE 2

Sample Page: Text

1 1/2 inches

1 1/2 inches

1 1/2 inches

in the view of ORR, be more efficiently accomplished centrally, and therefore should logically fall to CIA.

Paragraph  
indented  
6 spaces

The Study disagreed with Armstrong's view that it was possible to divide responsibilities for economic intelligence between State (OIR) and CIA (ORR) in the same way that DCID 3/4 had divided responsibilities between CIA (OSI) and the Military Services.\*

In support of this contention it was pointed out that

Asterisk for  
footnote

No quotation  
marks if  
indented

Quotation  
indented  
6 spaces

the various subjects requiring research in the field of economic intelligence are so interrelated that any artificial separation of research responsibility would reduce the efficiency and effectiveness of the total research effort. 31/

Half-box for  
source reference  
number

For example, several instances were cited of "artificial separation" of interrelated research activities in Armstrong's draft, such as separating work on the standard of living (State) and agriculture (CIA). 32/

Short quotation  
not indented

"The interrelationship of these two subjects was clearly demonstrated," it was claimed," by the recent

15-space line  
between text  
and footnote

\* It is shown in the *History of the Office of Scientific Intelligence, 1953-60*, pp. 8-15, that DCID 3/4 was anything but a satisfactory directive for the division of responsibilities for scientific and technical intelligence between CIA and the military services.

Italicize or  
underscore  
titles

Page number  
centered 2 spaces  
above classifications

SECRET

SECRET

at least six spaces, and where there are subheadings, three spaces to the right of the subheading immediately preceding. (In this paragraph, for example, the word "Histories" begins three spaces to the right of "2. Margins.")

### 3. Spacing

The body of the text is double-spaced. Three spaces are allowed between sections.

### 4. Quotations

Very short quotations are typed inside quotation marks in the running text. Quotations that are more than two lines in length are single-spaced and indented six spaces from the standard margins. The first word of a quoted paragraph is indented three additional spaces. When quotations are indented, no quotation mark is used.

### 5. Headings

The title of the history is typed in capital letters, underscored, and centered on the first page of the text 2 inches below the top of the page. Headings are underscored as units, with a single unbroken line. If the title must be broken into two lines, the second line is centered; grammatical units are not broken at the end of a line.

Chapters of a history begin at the top of a page. Headings of chapters are typed in capital and lower case letters, underscored, numbered in roman numerals, and centered 2 inches below the top of the page.

Headings of main sections are typed in capital and lower case letters, underscored, designated by a capital letter followed by a period, and lined up flush with the left margin.

Headings of subsections are typed in capital and lower case letters, underscored, designated by an arabic numeral followed by a period, and indented three spaces.

SECRET

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Individual paragraphs may have simple headings consisting of a single word or phrase. The heading is typed in capital and lower case letters, underscored, and lined up flush with the left margin. The first word of the paragraph begins on the same line as the heading.

#### 6. Footnotes

The footnote identification device in the text is the asterisk (\*) for the first footnote on the page, two asterisks (\*\*) for the second, and so on through the page. The asterisk is placed after the word, clause, heading, or other unit to which the footnote refers. The asterisk in the text *follows* a comma or period and *precedes* a semicolon or colon.\* The footnotes, bearing the number of asterisks corresponding to the identification in the text, appear at the bottom of each page.\*\*

#### H. Classification

If possible, the classification of a history should be held to the SECRET level. When the history as a whole can be written with a SECRET classification and only a section requires treatment at a higher classification, the historian should consider the possibility of preparing a TOP SECRET supplement to be bound, indexed, and stored separately. In this way the preparation and review of the basic document is not impeded by the special control procedures associated with the handling of highly classified material, and at the same time, sensitive data are not unnecessarily exposed.

All Agency regulations governing the use of classified information in publications will be followed without exception. The following minimum rules

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\*For a discussion of the use of footnotes, see p. 11, below.

\*\*Footnotes are separated from the text by a 15-space line, with one space above the line and one below. Two spaces separate each footnote.

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are presented as a general guide to the historian and are not intended to modify or supersede Agency regulations covering specific types of classified material or the practices of components which have clearly established techniques for the presentation of sensitive data:

- (1) The classification must appear at the top and bottom of every page of the document, including graphic materials and the front and back covers. The classification must be typed in capital letters and centered, allowing a 1/2-inch margin at the top and bottom of the page.
- (2) Special limitations on dissemination must be typed in capital letters and placed below the classification on (a) the front and back covers, (b) the page bearing the table of contents, (c) the first page of the text itself, and (d) the first page of each appendix.
- (3) All graphics -- photographs, maps, or charts -- must be individually classified, including all special limitations. (Tables in the running text need not have individual classifications.)
- (4) Every page of the history must carry the highest classification of any part of the document. (For example, the inclusion of one paragraph of TOP SECRET material in an otherwise SECRET document will raise the classification of the entire document to TOP SECRET.)

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### I. Pagination

The page number is centered at the bottom of the page, two spaces above the classification, enclosed in hyphens (- 22 -). Material preceding the text is paginated using lower case roman numerals (- iii -). All pages are counted, although the cover and title pages do not carry page numbers. Normally, the first page to be numbered is that of the foreword (- iii -). Beginning with the text itself, all pages (including those bearing graphic materials) are numbered consecutively to the end of the document, including all appended material.

### J. Appendixes

Supplementary material is systematically organized into appendixes, and each appendix is given a formal title and a letter designator.

Example: Appendix A. Chronology, 1947-63  
Appendix B. Glossary of Abbreviations  
Appendix C. Source References

In histories containing a number of appendixes, chronologies and glossaries are placed at the beginning of the appended material and source references at the end. As noted above, page numbers of appendixes continue the number sequence of the text. The page format of an appendix is similar to that of a chapter.

SECRET

## II. Footnotes and Documentation

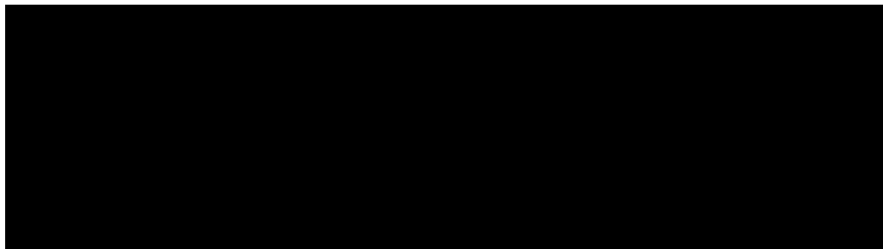
### A. Footnotes

A footnote is a device that permits the historian to provide supplemental information to the text without interrupting the logical flow of a sentence or paragraph. By placing explanations, qualifications, or further comments at the bottom of the page, the writer can assist the reader without distracting him. Used sparingly, the footnote can enhance a text, but excessive use tends to be counterproductive. A reader's willingness to interrupt his reading by glancing to the bottom of the page to check out a footnote diminishes with each superfluous or pedantic entry.

### B. Documentation

Good historical writing is clearly, accurately, and completely documented. In the writing of CIA history, documentation consists of the identification of the source of each significant piece of information used in the text. The identification should be so complete that an interested reader can find the source with a minimum of effort. The source identification device is an arabic numeral within a half-box (formed by an underscore and a diagonal -- 1/) following the word, phrase, sentence, paragraph, or other unit involved for the purpose of referring the reader to the documentary sources of information in the source reference appendix. The numeral with the half-box *follows* a comma or period and *precedes* a semicolon or colon.

Example:



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In short and medium-length histories, the source identification numbers are consecutive throughout the entire document, including the appendixes. In histories long enough to be published in parts or volumes, the source identification numbers are consecutive for each bound unit.

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An individual source identification number is never repeated in the history even though two or more citations, whether consecutive or not, refer to the same source. If two or more sources are needed to support a single statement, the proper procedure is to use a single identification number and then list in the source reference appendix the several sources under a single corresponding number.

Source identification numbers to material in a footnote are numbered as if the footnote were read immediately following the reference in the text. The first source identification number is followed by an asterisk which refers the reader to the following footnote: "For serially numbered source references, see Appendix --."

### C. The Source Reference

As noted above, the source reference is an essential component of a well-written history. It must contain the following elements:

- (1) the name of the author or the issuing agency or institution,
- (2) the title of the work cited,
- (3) the facts of publication (place, date),
- (4) the volume number and page number, and
- (5) the classification.

The specific conventions governing the presentation of this information vary somewhat from one academic discipline to another and from one scholarly press to another. The style adopted for CIA histories is a synthesis of the practices of the professional associations and scholarly presses -- modified in some details to suit the special needs of the CIA historian.

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D. The Source Reference Appendix

The source reference appendix is a list of all the sources used in the history in the order in which they are quoted or paraphrased. Normally, this list is placed at the end of the history as the last appendix, since it contains the sources used in the appendixes as well as those in the main text. As noted above, sources are numbered in one numerical sequence for the entire history unless the history is very long and divided into separately bound volumes. In such cases, each volume has a source reference appendix and the numerical sequence of source numbers begins anew for each volume.

E. Form of First Citation in Source Reference Appendix

1. Books

a. Example

110. S. F. Abramovich, C. F. Moiseyev, and A. A. Kurzon. *Parovyye turbiny* (Steam Turbines), 1st ed, Moscow, 1949, p. 16. U.

b. Breakdown

- (1) Source Reference number: 110.
- (2) Author: S. F. Abramovich, C. F. Moiseyev, and A. A. Kurzon.

If one, two, or three names are listed as authors of a particular book, all names appear in the source reference. If more than three names are listed, the first name appearing in the listing is used in the source reference followed by *et al.* (*et alii*, "and others") in place of the names of the additional authors. The term *et al.* is italicized (or underscored) and followed by a period.

SECRET

SECRET

Thus: 111. K. M. Poroshin, *et al.* *Spravochnik po proizvodstvu zhestyanoy konservnoy tary* (Handbook for the Production of Tin Can Materials), Moscow, 1949, p. 78. U.

If no author is given for an official book, the country of origin, followed by the originating agency within the country, is listed.

Thus: 103. USSR, State Planning Commission. *Socialist Construction in the USSR*, Moscow, 1936, p. 52. U.

If the name of the originating agency is not available, the country of origin is followed by the title.

Thus: 116. USSR. *Spisok abonentov Moskovskoy gorodskoy telefonnoy seti* (List of Subscribers of the Moscow City Telephone System), pt 2, Moscow, 1954. U.

(3) Title: *Parovyye turbiny* (Steam Turbines)

Titles of books in foreign languages are given in the original if language of the title uses the Latin alphabet, in transliterated form if the alphabet is other than Latin. Foreign titles are followed by an English translation enclosed in parentheses. If a translated version of a foreign book is used, the foreign-language title is not given.

The first letter of the first word in the foreign-language version of the title is capitalized. With the exception of proper names in all foreign languages and nouns in German, all other words begin with lower case letters.

The title of the book is italicized (or underscored) and followed by a comma. If a translation of the title in parentheses is included, the comma follows the parentheses.

SECRET

SECRET

(4) Edition: 1st ed,

This entry is included when it is available, and it is followed by a comma.

(5) Place of publication: Moscow,

The place of publication is given by city without country or state, unless there is danger of ambiguity: Springfield (Ohio or Illinois?); it is followed by a comma.

(6) Volume number:

This entry is included if the source consists of more than one volume.

(7) Date of publication: 1949,

(8) Pagination: p. 16.

Page numbers are given for all source references to books.

(9) Classification: U.

(See p. 19, below).

## 2. Periodicals -- Governmental

### a. Example

101. USSR, Embassy, Washington. "Oil Workers Fulfill Five Year Plan Ahead of Schedule," by N. Baibakov, *Information Bulletin*, vol 11, no 1, 12 Jan 51, p. 6. U.

### b. Breakdown

(1) Source reference number: 101.

(2) Country of origin: USSR,

The country of origin is listed if other than the United States; the name of the country is followed by a comma.

SECRET

SECRET

- (3) Office, agency, or department of origin: Embassy, Washington.

If the name of the originating agency is not available, the name of the country is followed by a period. In the case of foreign-language materials translated or summarized by FDD or other US translating services, the translating service is given as the source, and the original foreign-language document follows the source reference in parentheses.

Thus: 81. CIA. FDD Translation no 37/49, 14 Jun 49, *Yearbook of the Industry of Regenerated Poland*, ch 5, pt 3. C. (tr of *Roznik przemyslo odrodzonej Polski*, 2nd ed, Warsaw, 25 Mar 48. U.)

- (4) Title of the article: "Oil Workers Fulfill Five Year Plan Ahead of Schedule,"

The title of the article is followed by a comma and enclosed in quotation marks. Note the position of the comma *inside* the closing quotation marks.

If the title of the article is in a foreign language, the English translation of the title, enclosed in parentheses, is given.

Thus: 117. USSR. "Ukazy" (Decrees), *Vedomosti verkhovogo soveta SSSR*, no 2, 19 Jan 46. U.

- (5) Author of the article: by N. Baibakov,

The name of the author is preceded by the word *by*.

- (6) Title of the periodical: *Information Bulletin*,

The title of the periodical is italicized (or underscored) and is followed by a comma. Titles of newspapers and periodicals in foreign

SECRET

SECRET

languages are not translated into English (see the preceding example).

- (7) Serial number of the periodical:  
vol 11, no 1,
- (8) Date of the periodical: 12 Jan 51,
- (9) Pagination: p. 6.

Page numbers are given for all source references to periodicals.

- (10) Classification: U.

(See p. 19, below.)

### 3. Periodicals -- Nongovernmental

The procedure for citing nongovernmental periodicals is similar to that employed for governmental periodicals, with the exception that no originating office is given. If the article has an author, the name of the author is given first, followed by the title of the article.

Thus: 98. Clifton Daniel. "Soviet Assessing Its Land Problem," *New York Times*, 13 Sep 54, p. 4. U.

If no author is indicated, the source reference begins with the title of the article.

Thus: 94. "The Soviet Fifth Five Year Plan," *New York Times*, 23 Aug 52, p. 2. U.  
(tr from Pravda, 20 Aug 52, U.)

If neither the name of the author nor the title of the article is indicated, the source reference begins with the title of the periodical.

Thus: 122. *Pravda*, 2 Nov 54, p. 22. U.

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Author (and recipient, if letter or memo)

Type of document (letter, memo, lecture  
notes, etc.)

Date

Subject or title

Name of collection or file

Location of collection

Classification

The following examples show the form to be followed for various types of unpublished official documents. (Note that abbreviations may be used freely, provided that an appendix containing expansions of all abbreviations used is attached to the history.)

1. Letter, CofS to CGs, Corps Areas, and Depts. 9 Aug 32, sub: Establishment of Field Armies, AG 320.2 (8-6-32). S.
2. AG letter, 3 Oct 40, sub: Organization, Training, and Administration of the Army, AG 320.2 (9-27-40). C.
3. Memo, WPD for TIG, 10 Jul 40, sub: WD Organization as affecting WPD, WPD 2160-4. S.
4. Notes of Conferences on OCS, I, 207-08, WDCSA records. S.
5. Memo for file, 30 Jun 41, WPD 4247-18. TS.
6. Diary, Brig Gen Leonard T. Gerow, entry for 13 Jun 41. U.
7. Lecture, Maj Gen George V. Strong, 8 Oct 27, Army War College, title: Organization and Functions of WPD, GS, and Jt. Army and Navy Bd, WPD 2722-1. S.
8. WPD draft memo, WPD for CofS, Nov 33, sub: WPD After M-Day, and draft appendixes, WPD 2160-3. S.

SECRET

SECRET

9. WPD admin memo, 18 Apr 41, sub: Meeting -- Standing Liaison Committee, Paper 110, Item 2a, OPD Hist Unit file. S.
10. Minutes of meetings, Standing Liaison Committee, four volumes, 15 Feb 38-14 Jun 43, WDSCA records. TS.
11. Memo for record, 19 Dec 41, sub: WPD Membership on Departmental Boards, WPD 3797-8. S.

25X1C

14. Interview, Gen D.D. Eisenhower with author, 11 May 47, OPD Hist Unit Interview file. TS.

F. Form of Subsequent Citations in Source Reference Appendix

It has been pointed out above (p. 12) that no source identification number is ever repeated and that consequently it is often necessary to identify the same source several times. To avoid the laborious repetition of the complete identification of the source, the documentary devices *ibid.* (for *ibidem*, "in the same place"), *op. cit.* (for *opere citato*, "in the work cited"), and *loc. cit.* (for *loco citato*, "in the place cited") are used. All are italicized (or underscored).

*Ibid.* refers to a single work cited in the immediately preceding source reference. *Op. cit.* and *loc. cit.* refer to a work previously cited, if the author's name is given. Both devices are followed by the source reference number of the original citation (followed by a comma) and by the word *above*, both enclosed in parentheses. Since *op. cit.* refers to the "work" rather than to a specific page, a page number must be given. The use of *loc. cit.* is similar to that of *op. cit.* except that *loc. cit.* means the same "place," that is, the same page. Therefore no page number is necessary in a source reference containing *loc. cit.*

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SECRET

- Thus: 91. Abram Bergson and Hans Heymann, Jr.  
*Soviet National Income and Product*,  
1940-48, New York, 1953, p. 109. U.
92. R.N. Shreve. *The Chemical Process*  
*Industries*, New York, 1945, p. 224. U.
93. Bergson and Heymann, *loc. cit.* (91, above)  
[Note: the same page is cited.]
94. Shreve, *op. cit.* (92, above), p. 255.  
[Note: a different page is cited.]

If the author's name is not given, the notations *op. cit.* and *loc. cit.* are not used, and the source reference number of the first citation (in parentheses) follows the title (or a short form of the title) in subsequent citations. The first citation contains the following note in parentheses: (hereafter referred to as [title or short title]).

- Thus: 95. "The Soviet Fifth Five Year Plan,"  
*New York Times*, 23 Aug 52, p. 2. U.  
(hereafter referred to as "The Soviet  
Fifth Five Year Plan").
96. "Hydroelectric Developments," *Pakistan*  
*Fair*, vol 16, no 58, Mar 52, p. 834. U.
97. "The Soviet Fifth Five Year Plan"  
(95, above).

In repeated references to official sources, the originating office and project number or designation are listed.

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### III. Style

#### A. General Principles

A full definition of a good writing style is, in part at least, subjective, since it must depend on the preferences of the person doing the defining. There is universal agreement, however, that an indispensable element is clarity. Matthew Arnold remarked: "Have something to say and say it as clearly as you can. That is the only secret of style."

Arnold's prescription is about all that the writer really needs. He should aim at writing plainly, straightforwardly, and concisely. If he succeeds, his writing is sure to be clear and likely to give pleasure to the reader. Literary grace is, after all, not the primary objective in writing history. The overriding aim is to present the fullest and most accurate historical judgments possible. If the historian misses this mark, no amount of purely literary accomplishment will compensate for his failure.

At the same time, the best historical judgments, supported by the most competent analysis, are not very useful if they are obscured in masses of bad prose. The reader of CIA history has a right to expect high standards of readability, and the historian has no way to escape this obligation, nor should he wish to.

The historical writer should, therefore, acquire and use the best references available in the field of English usage. There are, of course, no better or more enjoyable aids than Fowler's *A Dictionary of Modern English Usage* and Strunk's *The Elements of Style*.<sup>\*</sup> The writer would do well to look to Fowler for guidance and authority on issues that cannot be resolved either by an unabridged dictionary or by recourse to the rules of English grammar. For questions

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<sup>\*</sup>H.W. Fowler. *A Dictionary of Modern English Usage*, London, Oxford University Press, 2nd ed, 1965, and William Strunk, Jr. *The Elements of Style*, New York, Macmillan, revised by E.B. White, 1959.

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on recent American usage not discussed in Fowler, the writer is directed to Bernstein's *The Careful Writer: A Modern Guide to English Usage*.<sup>\*</sup> Thoughtful study of Fowler and Bernstein is particularly recommended for the writer who is tempted to reduce literary style to the application of a few oversimplified formulas. For example, many writers who should know better insist that the word "none" is *always* singular. Fowler, citing the *Oxford English Dictionary*, points out that not only is "none" both singular and plural but also that it is more frequently used in a plural sense; Bernstein tells the writer how to decide when to use the singular verb with "none" and when to use the plural. No principle of style, however, can substitute for clear thinking and competent analysis. The rules that follow are enunciated primarily to help the writer avoid obscurity and ambiguity and achieve clarity and simplicity in his writing.

## B. Usage

### 1. Level of Language

CIA histories are written in standard, American English, and long-established rules and practices are observed even though departures from them are widely recognized and used. The tone is impersonal (third person), and the writer maintains between himself and the reader a formal relationship. Standard usage means using words that are national -- that is, words that are understood by intelligent readers in all sections of the country -- and avoiding provincialisms, unnaturalized foreign words and expressions, inexact or excessive technical terminology, and anglicisms.

### 2. Idiomatic Expressions

Idioms are expressions peculiar to a language -- expressions that are correct even though they may seem to violate the rules of grammar. Frequently, the idiom involves the use of a preposition.

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<sup>\*</sup>T.M. Bernstein. *The Careful Writer: A Modern Guide to English Usage*, New York, Atheneum, 1965.

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Because the English language abounds in constructions of this kind, it is impracticable to list all potentially troublesome idioms. The following idioms and their incorrect variants are presented only as examples:

<u>Idiom</u>	<u>Incorrect Variant</u>
adverse to	adverse against
aim to prove	aim at proving
as regards	as regards to
comply with	comply to
different from	different than
doubt whether	doubt if
equally good	equally as good
free from	free of
identical with	identical to
independent of	independent from
inferior to	inferior than

The writer who entertains the slightest doubt as to the correct form of an idiom should consult Fowler, Bernstein, or an unabridged dictionary.

### 3. Illiteracies

Illiteracies occur when a writer fails to use a word properly. The English language has many words that are frequently used improperly because they are confused with other words. The following are common trouble makers:

#### adapt -- adopt

These words are different in meaning. *Adapt* means "to make suitable," "to cause to conform," "to adjust"; *adopt*, "to take by choice as one's own." One may "adapt a method" if he changes that method to fit the circumstances. He may "adopt a method" if he takes a method and applies it to the circumstances. He may also adopt a method and then adapt that method to the circumstances.

#### affect -- effect

These words are different in meaning. *Effect* used as a verb means "to accomplish": "They hope to effect a change in the plan." *Affect* used as a verb means "to alter" or "to influence": "The changes will not affect the result."

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agree to -- agree with

One agrees *to* a plan and *with* a person.

compare to -- compare with

*Compare to* suggests that two things may be comparable; *compare with*, a detailed comparison in which resemblances or lack of resemblances are pointed out: "An electric power plant may be compared to a pumping station"; "Production of trucks in 1955 compared with that in 1954 shows an increase of 15 percent."

data

*Data* means "facts"; the word should not be used to mean "records" or "documents." *Data* is plural and requires a plural verb and plural modifiers.

dilemma -- difficulty

*Dilemma* implies a situation demanding a choice between alternatives. The word should not be used as a synonym for *difficulty*.

farther -- further

The word *farther* refers to a spatial relationship: "Omsk is farther than Tomsk." *Further* refers to a degree or quantity relationship: "The plan was further developed."

fewer -- less

*Fewer* concerns the number of items; *less*, the degree: "In 1955, fewer laborers were employed than in 1954, and the total output was also less."

imply -- infer

*Imply* means "to hint at"; *infer*, "to deduce from evidence." The writer implies; the reader infers.

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limited -- small, slight

*Limited* should not be used as a synonym for *small* or *slight*. For example, it is ambiguous to write "Production was limited during 1963 because of quota regulations." Such phrases as *limited knowledge*, *limited amount*, *limited extent*, should be avoided unless the limiting factors are clearly stated or implied: "His knowledge of German was limited to a few tourist phrases."

mutual -- common

*Mutual* means "reciprocal" or "interchanged"; *common* means "belonging to or shared by more than one," "joint," or "ordinary." *Mutual* should be used only when the element of active interchange is present: "a mutual agreement," but "a common belief."

over -- more than

*Over* (and also *under*) should always be used to denote position, never quantity. The following sentence illustrates what can happen if this principle is ignored: "The ore body usually lies under over 20 feet, and sometimes over 100 feet, of overburden." It is correct to write: "The ore body usually lies under more than 20 feet, and in some places more than 100 feet, of overburden."

personnel

*Personnel* means "a group of persons employed in some service." For example, "This room is for the use of military personnel." The term should not be used as a synonym for *persons*, *individuals*, or *employees*: "Three personnel were injured." The correct usage is "Three persons were injured."

secure -- obtain -- procure

The verb *secure* means "to make safe," "to protect," or "to close"; *obtain* means "to acquire"; *procure* means essentially the same as *obtain*. Although the dictionary indicates that *secure* is used

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in the sense of *obtain* or *procure*, these words are not to be used as synonyms in formal writing. One does not [REDACTED]

[REDACTED] One secures documents by putting them in a safe; one procures documents from a library; and one obtains information from them.

### type

*Type* means "a particular kind or class" and when used alone is a noun, not an adjective. The correct idiom is *type of*: "The Browning was the type of gun requisitioned." The writer should avoid if possible constructions in which the suffix - *type* is appended to an adjective: gasoline-*type* engine, early-warning-*type* radar, Xerox-*type* reproduction.

### verbal -- oral

These words are not synonymous. *Verbal* refers to words, whether written or spoken. *Oral* refers to spoken words only. "The difference between the two sources was purely verbal" means that the two sources agreed in all essentials but differed in the actual words used. "The document was based on an oral report" means that the report on which the document was based was made by word of mouth.

## 4. Technical Language

Some technical terminology is necessary in the writing of CIA history, and the historian is not expected to reduce his language to the level of words of one syllable. He must remember, however, that even the most knowledgeable Agency official cannot be expected to be familiar with all of the nuances of the specialized vocabularies encountered in many of the highly compartmentalized components. Courtesy, as well as clarity, therefore, requires that technical terms (and their abbreviations, if any) be defined when they are first used.

Unlike technical language, jargon (professional slang) is to be avoided in the writing of history. Although a specialist might understand the


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following sentence, a general reader would be confused (and quite likely exasperated) if he were told that



The common flaw in these examples is the employment of a vocabulary that is highly perishable. Like the slang of the street, the jargon of the specialist is often fashionable today and forgotten tomorrow. A history heavily larded with jargon is therefore soon outdated, and its usefulness to the reader is (to use the jargon of 1970) "degraded."

## 5. Foreign Words

### a. Anglicisms

Anglicisms are words and expressions peculiar to British English. As a general rule, the anglicism should be avoided if an American equivalent is available: To use the term *lift* instead of *elevator*, or the term *petrol* in place of *gasoline*, is to be guilty of affected or pompous writing. To use

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*metalled* instead of *paved* (road) or *sleeper* instead of *railroad tie* is worse than affectation, because the American reader may well be confused or misled.

b. Other Foreign Words

The use of Latin words, phrases, or abbreviations should be avoided in the running text if English equivalents are available: write "for example" rather than *e.g.* (*exempli gratia*) and "that is" rather than *i.e.* (*id est*). A style of writing heavily sprinkled with such elegant phrases as *ad captandum vulgus*, *inter alia*, *sine qua non*, and *status quo ante bellum* may serve to remind the reader that the author once studied Latin, but such a style does not enhance a history. When deciding whether or not to use a Latin term, the test should be "Does the Latin term convey the idea more clearly and precisely than its English equivalent?" If there is no gain in clarity or precision, the term should not be used.

Necessary words or phrases in Latin or any other foreign language should be set in italics (or underscored) if they are likely to be unfamiliar to the reader. An English translation in parentheses should follow the word unless the meaning is self-evident: "The *Landesgericht* (provincial court) has jurisdiction . . ." Passages in a foreign language consisting of one or more complete sentences should be treated as quotations and not italicized or underscored.

Since the latest dictionaries no longer indicate whether a foreign word has been sufficiently well accepted into the English vocabulary to merit roman type, the author (or editor) has to decide when to italicize. In doubtful cases, the italics or underscoring are omitted.

Transliterations of words from the Cyrillic, Arabic, or other non-Latin alphabets follow the system of the United States Board on Geographic Names (BGN), except that well-known proper names are given in the form in which they have become familiar to English-speaking readers: Moscow, *not* Moskva; Avicenna, *not* Ibn-sina. For geographic

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locations, the National Intelligence Survey (NIS) *Gazetteer*, which follows BGN practice, is the final authority; if the *Gazetteer* offers a choice between the BGN and the conventional name, the conventional is used: Harbin, *not* Ha-erh-pin Shih; Port Arthur, *not* Lu-shun.

#### 6. Names of Countries

The short form of the name of a country is used as published by the BGN or as established by usage within the intelligence community:

Soviet Union (or USSR). . . Union of Soviet Socialist Republics

Congo (Kinshasa). . . . . Democratic Republic of the Congo

Congo (Brazzaville) . . . . Republic of Congo

West Germany. . . . . Federal Republic of Germany

East Germany. . . . . Soviet Zone (or Peoples Republic of Germany)

Communist China . . . . . Peoples Republic of China

Coined terms such as "Chicom" meaning "Chinese Communist" are not used.

#### 7. Names of Ships

Names of ships are italicized (or underscored.)

#### C. Mechanics

##### 1. Abbreviations

In general, abbreviations are used freely in footnotes and source references, but sparingly in the running text. *I.e.*, *e.g.*, and *etc.* are not used except in quoted material and in footnotes.

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Most abbreviations that are printed in full caps (US, USSR, NATO, USIB) do not take a period. Exceptions to this general rule include a few abbreviations where long-standing convention requires the period -- for example: A.M., P.M., B.C., A.D., M.A., Ph.D., and Q.E.D. When a period is used in a full-cap abbreviation, no space is allowed after the first period (N.Y. *not* N. Y.). Periods are used when the abbreviation ends with a lower case letter (Inc., *ibid.*, p.). The Latin *sic* ("thus," "so," "in this manner") is a complete word, not an abbreviation, and therefore does not take a period. The word is usually enclosed in square brackets when used to point out errors in a direct quotation.

In the running text, names of countries are spelled out with the exception of USSR, UK, US, and UAR. The term *USSR* is a noun; the corresponding adjective is *Soviet*: "Soviet exports of wheat shipped from the USSR to Cuba . . ." The terms *UK* and *US* are adjectives, and the noun forms of the names of these countries are spelled out: "US shipments to the United Kingdom," or "UK interests in the United States . . ." The term *UAR* is a noun, and the adjective form is *Egyptian*: "Egyptian investments outside the UAR . . ."

Personal names are given in full the first time used. For example, "William A. Fuller," *not* "Wm. A. Fuller." If the name of the person appears in the text frequently, the entire name may be abbreviated in full caps without periods as follows: "William A. Fuller (hereafter, WAF) was appointed . . ."

Names of government agencies, organizations, and associations may be abbreviated in full caps without periods provided that at the first mention the name is spelled out and the abbreviation given in parentheses, as follows: [REDACTED]

[REDACTED] . . ." If the name of a foreign organization is to be abbreviated, the English translation is given first, followed by the foreign name and the abbreviation in parentheses, as follows: "The election was won by the Social Democratic Party (*Sozial-demokratische Partei Deutschland* -- SPD) . . ."

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## 2. Capitalization and Spelling

Histories follow the rules for capitalization and spelling laid down in the GPO *Style Manual*,\* pp. 23-72. The following rules apply particularly to the writing of history:

a. Names of organized political parties are capitalized, but the word *party* standing alone is not.

b. The terms *Communist* and *Communism* are always capitalized.

c. The terms *fascist*, *fascism*, *socialist*, *socialism* are capitalized only when referring to a specific party or movement: "the Italian Fascist Party," but "The student movement is displaying fascist tendencies . . ."; "The French Socialists," but "They have a socialist outlook."

d. Write "Romania" (BGN preference), *not* "Rumania"; write "Vietnam" as one word, *not* "Viet-Nam." "Indochina" is one word.

e. The English form of the plural is preferred in the following words: *appendixes*, *memorandums*, *indexes* (except in mathematics and statistics, where *indices* is used).

## 3. Punctuation

CIA histories are punctuated according to the rules laid down in the GPO *Style Manual*. The writer is reminded of the following rules:

a. The comma is used after each member within a series of three or more words, phrases, letters, or figures used with *and*, *or*, *nor*: "red, white, and blue"; "by the bolt, by the yard, or in remnants"; "neither snow, rain, nor heat."

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\**United States Government Printing Office Style Manual*, Rev ed, Washington, D.C., 1967.

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b. Three spaced periods ( . . . ) are used to denote an omission within a quoted sentence. If the omission occurs at the end of a sentence, a fourth period is used to close the sentence: " . . . to draft appropriate recommendations . . . ."

c. An apostrophe is used to indicate coined plurals of letters, figures, symbols: "the three R's"; "two SAM's"; "six 2 by 4's"; "the 1920's" (not "the '20's").

d. Commas and periods are placed inside quotation marks; other punctuation marks are placed inside quotation marks only if they are a part of the matter quoted.

e. Square brackets (not parentheses) are used to enclose editorial interpolations, corrections, explanations, or comments in quoted material. Square brackets are also used as parentheses within parentheses.

#### 4. Compounding

A compound word is a union of two or more words, either with or without a hyphen. The principles of compounding as well as lists of various types of compounds are given in the GPO *Style Manual*. Most decisions as to whether or not to use a hyphen involve one of the four following rules:

a. Print a hyphen between words, or between abbreviations and words, combined to form a unit modifier immediately preceding the word modified. This rule applies particularly to combinations in which one element is a participle:

drought-stricken area  
English-speaking nation  
guided-missile program  
long-term loan  
10-word telegram  
4-percent increase

b. Print compound predicate adjectives without the hyphen:

The area is drought stricken.  
The increase is 4 percent.

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SECRET

c. Unit modifiers, the first element of which is a comparative or superlative or an adverb ending in *ly*, do not take a hyphen:

better paying job  
best liked books  
heavily laden ships

d. Use a hyphen to join a single capital letter to a noun or participle:

H-bomb  
U-boat  
X-ray

## 5. Dates and Numbers

### a. Dates

Dates are written in military style with the elements in the following order: the day, the month, and the year. No punctuation is used. In the running text, the month is spelled out and the year given in full (10 March 1970). In footnotes and source references, the month and year are abbreviated (10 Mar 70).

Under no circumstances is a date written with a solidus (slant line "/") separating the elements, because the reader cannot be sure whether military or conventional order is intended. For example, the date "3/5/61" is ambiguous. (Is it March 5 or May 3?) It is especially important that the proper form of a date be given in the *first draft* of a manuscript of a history. At every revision, the text is vulnerable to the introduction of error by "corrections" of ambiguous material. A date written "3/5/61" is an invitation to error.

Time spans are indicated as follows:

1947-67 (*but* 1891-1914)  
15 May 1914-3 June 1940  
(in the text)  
15 May 14-3 Jun 40 (in a  
footnote)  
January-June 1963 (in the  
text)  
Jan-Jun 63 (in a footnote)

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The solidus may be used to indicate "years" that differ from the calendar year. The exact time span should be given in parentheses at the first use:

Example (in the text): "academic year 1936/37  
(1 September 1936 through 31 August 1937)"

Example (in a footnote): "crop year 1941/42  
(1 Jul 41 through 30 Jun 42)"

#### b. Numbers

Arabic numerals are used for numbers beginning with 10, except for the first word of a sentence. Numbers under ten are spelled out, except for measurement, clock time, and money. Days, months, and years from one to nine are spelled out: "He held the position for *one* year (not 1 year)." Clock time is given in military style unless the context requires otherwise. "He died shortly after midnight" is preferable to " . . . shortly after 2400."

The comma is used in a number containing four or more digits, except in serial numbers, decimals, and military time.

The word *thousand* is not spelled out in combination with arabic numerals; write "35,000" *not* "35 thousand." The words *million* and *billion* may be combined with an arabic numeral: \$5 million; 3.6 billion.

#### 6. Indexing

Indexing is a tool which facilitates use of the history, and nothing should be omitted which the discriminating reader might wish to locate.

##### a. Items To Be Included

(1) All proper names mentioned in the history, whether of persons, places, units, organizations, or ships, are indexed, unless the mention is casual and cursory.

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Approved For Release 2001/08/09 : CIA-RDP90-00708R000400040001-1



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adjectival form, since they serve to modify the main heading. Initial or final prepositions should be used in subheadings only when the meaning would be ambiguous without them.

(3) Indentation and spacing require careful attention. Extra space is left between entries under "A," "B," "C," and other letters of the alphabet. Main entries are flush with the left margin; subheadings are indented one space. Material carried over from a preceding line is indented two spaces. If an entry is carried over to the next page, the entry is repeated; for example: "Training areas -- Continued."

(4) Use should be made of cross references to indicate related topics which the reader might wish to consult. Cross references should also be used when the reader is likely to consult a topic under an entry different from that under which the page numbers are given.

#### c. Style

(1) The initial letter of the first word of each main entry is capitalized; the first letter of a subheading is not ordinarily capitalized; otherwise the general rules for capitalization apply to the index.

(2) Rules for abbreviation are the same for the index as for the main text.

(3) Commas are used to separate entries from page numbers, and page numbers from each other.

(4) Periods are not used in the index except for abbreviations and to set off complete statements; they should occur before and after statements beginning with "See" and "See also."

(5) When "See also" is followed by reference to several entries, the items are separated by semicolons.

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#### IV. Controls

It is axiomatic that many of the activities of CIA are so sensitive that information concerning them is accessible only on a strictly need-to-know basis. The planning, review, publication, and dissemination of historical studies of the Agency and its components is no exception: completed histories are not given general distribution, and the use of histories (or any part of them) for briefing or training purposes must be formally approved by the producing Directorate.

The CIA Historical Program is divided into two series:

- (1) General histories of the Agency, histories of the components of the DCI Area, and general histories of the Directorates -- all of which are produced under the immediate direction of the Chief of the CIA Historical Staff; and

- (2) histories of the individual components of the Directorates and specialized historical studies -- which are written under the immediate direction of the Directorate Historical Officer and Historical Board.

After the Chief of the CIA Historical Staff has accepted a completed history, access to the document is controlled by the Chief of the CIA Historical Staff if it is a general history of the Agency or if it is a history of a component of the DCI Area; by the Directorate and the producing component if it is a general history of a Directorate, a history of an individual component of a Directorate, or a specialized historical study.

For purposes of identification and control, a number is assigned to each history as soon as the topic is approved and the writer appointed. The number is called the Historical Staff Project Number and is identified by the prefix "HSP." Project numbers are assigned in chronological order in the following series:

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Approved For Release 2001/08/09 : CIA-RDP90-00708R000400040001-1

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